



HOLY CROSS SCHOOL

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COMPUTER SCIENCE:-

C H - 4 PRESENTATION SOFTWARE – SPECIAL EFFECTS

1. Fill in the blanks :-

1).Insert 2) basic 3) 360 4) Save As 5) CTRL + M

III- Name the following :-

1.a)Save b)Undo

2.a)File b)Insert

3.a)Business Cards b)Award certificates

4.a)Solid Fill b) Pattern Fill

Subjective :-

I .Short notes :-

1.Backstage View - Backstage View is a full -page view that provides information about the file .When we click the File Tab ,it displays the backstage view by default ,which allows us to do some of the basic task such as - New , Open , Save ,etc .

2.Themes :- Themes are designed built -in templates that can be applied to the entire presentation .They provide different background designs for the presentation .

3.Built-in Templates :- Built-in template is a ready-design of a slide or group of slides to make presentations in Powerpoint .It

contains specific layouts , theme colours , theme fonts , background styles ,etc .

4.WordArt :- WordArt is a special gallery where we can present the texts on pre-defined styles in a slide .It is mostly used for headings , sub - headings, slogans or quotes in a presentation .

II. Write down all the steps :-

1.Inserting Word Art :-

Ans:- The steps to insert Word Art are :-

- i)Open an existing presentation .
- ii)Select the slide in which we want to use word art .
- iii)Click 'Insert 'tab and then click 'word art 'option .
- iv)A gallery of different wordart effects will appear .
- v)Select the style.A text box will appear in the slide with the message 'Your text here'.

2.Inserting Shapes :-

ans :- The steps to insert shapes are :-

- i)Select the slide in which you want to draw the shape .
- ii)Click 'Insert 'tab .
- iii)Click 'shapes' from the options available in 'Illustrations' group.
- iv)Select the shape that you want to draw .
- v)Bring the mouse pointer in the slide .
- vi)Click and drag the mouse pointer according to the required size and shape .
- vii) Release the mouse button .

3.Inserting Pictures from a storage device .

Ans : The steps are :-

- i) Select the slide or insert a new slide layout .**
- ii) Click 'Insert' tab and select 'Pictures' from the 'Images ' group .**
- iii) An 'Insert Picture' window appears on the screen .Select the source of picture.**
- iv) Select the picture we want to insert .**
- v) Click on the 'Insert ' button .The selected picture will appear on the slide .**

4. Inserting online pictures

ans :- The steps are :-

- i) Open an existing presentation .**
- ii) Select the slide to which we want to add online picture .**
- iii) Connect to Internet service .**
- iv) Click 'Insert' button and then click 'Online Pictures' under 'Images 'group .An 'Insert Pictures 'window will appear on the screen .**
- v) In the 'Search Bing 'search box ,type the topic ,it will display the relevant pictures on the screen .**
- vi) Select the appropriate picture from the list and tick the box .**
- vii) Click 'Insert ' and the selected picture will be inserted in the slide.**
- viii) Set the picture to the desired place within the slide .**

5. Changing background colour of a slide with a solid fill .

Ans - The steps are :-

- i) Select the slide .**
- ii) Click 'Design 'tab ,the 'Format Background 'tab appears on the right side of the Ribbon .By default ,it is set to 'solid fill ' .**
- iii) Click down arrow of the colour button .**

iv)Click 'More colours'option .Colour window appears on thescreen .

v)choose the appropriate colour under 'Standard'tab .

vi)choose 'custom'tab to choose the shade .

vii)Finally click 'OK'.

EXTRA

1.Write the steps to open MS PowerPoint.

Ans: The steps are:

a) Click on the start menu.

b) Click on All programs.

c) Click on Ms-office.

d) Click on Ms PowerPoint.

The PowerPoint window will appear.

2.Name the different types of background styles .

Ans :- i)Solid Fill (ii)Gradient Fill (iii)Picture or Texture Fill

iv)Pattern Fill

3.Define Clip Art .

Ans - ClipArt is a graphic art or pre-defined image .It is used to illustrate any

textual matter in a more informative way .

4.Define Ribbon .

Ans - Ribbion is a task oriented Graphic User Interface ,that provides access

to all tools and commands required to work on Powerpoint .

5.Name the different ways we can align the texts .

Ans :- We can align the text in four different ways :-

i) Align left ii)Center iii) Align Right iv) Justify .

6. Write the short cut key for the following :-

i)Align Left – Ctrl+L

ii)Center- Ctrl+E

iii)Align Right - Ctrl +R

iv) Justify - Ctrl + J

7. By default ,Power point window shows two different pane .

8. Name the two different pane of the power point window .

Ans – The two different pane are – The left pane that shows a slide as a small image . The right pane is the working area .

9. The default extension of power point is .pptx .

10. By default ,the background colour of a slide is set to Solid Fill .

END OF NOTE